

# Version Description Document Checklist

Date(s) of Assessment: \_\_\_\_\_ Project and Life Cycle: \_\_\_\_\_

Assessor(s): \_\_\_\_\_ SQE Name: \_\_\_\_\_

\_\_\_\_\_

		Y, N, NA	F, O	Comments
<b>ASSESSMENT PREPARATION</b>				
1	Have NASA standards been identified to clearly define the assessment?			
2	Was a particular format required for the work product?			
3	Were guidelines/criteria used to prepare for this assessment?			
4	Has the project submitted any request for deviations or waivers to the defined work product?			
5	Has CM assessed the integrity of the VDD prior to this assessment?			
6	Was the CMO or PDL notified of this assessment?			
<b>VDD CONTENT – FUNCTIONALITY AND TOOLS</b>				
7	Is the VDD appropriately identified by project/mission and build number?			
8	Does the VDD work product have a clearly identified purpose and summary, including major new functionalities, features and/or problems resolved?			
9	If this delivery is dependent on other subsystems, simulators, tools, etc., are all dependencies identified?			
10	Does the VDD identify any Mission Configuration Change Requests (CCRs) that have been implemented?			
11	Does the VDD identify new functionality that has been implemented and integrated, including a high level description of the function and the corresponding requirement number?			

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		Y, N, NA	F, O	Comments
12	Does the VDD identify changes to previously delivered software and the Document Change Requests (DCRs) associated with these changes?			
13	Does the VDD identify functions that were originally planned for this release, but are absent?			
13a	Are reasons provided for the absence of functionality?			
13b	Are workarounds identified for those absent features?			
13c	Is a planned delivery date included?			
13d	Are the open DCRs specified, along with the affected requirement or component?			
14	Are all versions of Commercial Off-the-shelf (COTS) and Real-Time Operating System (RTOS) software identified?			
<b>VDD CONTENT – DELIVERED PRODUCTS</b>				
15	Are the following SW products identified (as applicable) by version and/or date and location?			
15a	Executable for the build?			
15b	Installation procedures & special instructions?			
15c	Source Code?			
15d	SW Build Plan?			
15e	Annotated SW Detailed Design Docs?			
15f	Ground System T&C Database?			
15g	Ground System Scripts?			
15h	Simulator and Test Data Generator S/W?			
15i	Executable - Ground Tools associated with software (tools to build stored command loads, etc.)			
15j	Source Code - Ground Tools associated with software (tools to build stored command loads, etc.)?			
15k	Unit Test Procedures?			
15l	Unit Test Data?			
15m	Unit Test Results?			
15n	Make Files?			
15o	Linker & Compiler Configuration Files?			
<b>VDD CONTENT – INSTALLATION PROCEDURES</b>				

Revision: 1.0

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Y=Yes, N=No, NA=Not Applicable, F=Finding, O=Observation

For more information, please visit the NASA GSFC Software Assurance Website, at <http://sw-assurance.gsfc.nasa.gov>.

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		Y, N, NA	F, O	Comments
16	Does the VDD identify the nominal installation procedures, including:			
16a	Target system destination?			
16b	Filename?			
16c	File version and date?			
16d	File location?			
17	Does the VDD specify the location of the CM system where this version resides?			
18	Does the Version configuration provide a CM tag reference?			
<b>POST REVIEW ACTIVITIES</b>				
19	At the conclusion of the assessment, is an understanding reached on the validity and degree of completeness of the VDD work product?			
20	Did all designated parties concur in the acceptability of the VDD?			
21	Are there any findings/nonconformances or risks that require corrective action and follow-up?			
22	Were Lessons Learned addressed and captured?			
<b>REFERENCE ITEMS/DOCUMENTS</b>				
<b><i>FSW VERSION DESCRIPTION DOCUMENT (VDD) TEMPLATE</i></b>				
<b><i>NPR 7150.2, NASA SOFTWARE ENGINEERING REQUIREMENTS</i></b>				

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Date(s) of Assessment: \_\_\_\_\_ Project: \_\_\_\_\_

Assessor(s): \_\_\_\_\_ Process Assessed: \_\_\_\_\_

**COMMENTS PAGE** \_\_\_\_\_ **of** \_\_\_\_\_

[illegible]